



JOB POSTING

UNCLASSIFIED APPOINTMENT (UNCLASSIFIED APPOINTMENT NOT TO EXCEED SEPTEMBER 30, 2017)

POSTING NUMBER:	HR-0149	ISSUE DATE:	June 26, 2015
TITLE:	Program Specialist 3	CLOSING DATE:	July 10, 2015
DIVISION / UNIT:	Sandy Recovery Division	SALARY RANGE:	R26: \$64,677.09 - \$92,011.89
LOCATION:	101 S. Broad Street Trenton, New Jersey		
POSITIONS:	1	DISTRIBUTION:	STATEWIDE

DESCRIPTION OF MAJOR DUTIES:

Under the supervision of the Communications Manager, works closely with senior management in developing detailed, creative strategic communications proposals and media plans to effectively inform the public and new reporters about Sandy recovery progress. Implements approved communications plans by organizing and executing the activities and events detailed in the plans. Acts as a point person as needed to resolve important issues that arise in the areas of media communications, constituent's relations and outreach. Writes, coordinates and edits external newsletter and content of renewjerseystronger.org website. Other projects as assigned.

REQUIREMENTS:

EDUCATION

Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE

Three (3) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services.

NOTE: Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.

NOTE: A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for one (1) year of experience.

LICENSE: Appointees will be required to possess a valid driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Office of Human Resources
New Jersey Department of Community Affairs
HR#0149
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.nj.gov

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer